

ONEIDA COUNTY SOCIAL SERVICES COMMITTEE
September 22, 2014

Members present: Ms. Carol Pederson, Mr. Bob Metropulos, and Mr. Alan VanRaalte

Absent: Mr. Mitchell Ives and Mr. Bill Freudenberg

Staff: Ms. Mary Rideout, Ms. Donna Schultz and Ms. Heidi Brown

Guests: None

1. Call to Order. Approval of Agenda:

The regular meeting of the Oneida County Social Services Committee was brought to order at 9:00 a.m. by Ms. Carol Pederson, Chairperson. The Chairperson noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Laws. Motion by Mr. Bob Metropulos, seconded by Mr. Alan VanRaalte to approve the agenda as posted. Motion carried unanimously.

2. Minutes of Social Services Committee – August 26, 2014:

Motion by Mr. Bob Metropulos, seconded by Ms. Carol Pederson to approve the Social Services Committee minutes of August 26, 2014. Motion carried unanimously.

3. Public Comment:

None.

4. Elect Committee Secretary:

Motion by Ms. Carol Pederson, seconded by Mr. Bob Metropulos to nominate Mr. Alan VanRaalte as the Committee Secretary. There were no other nominations. Motion carried unanimously.

5. Agency Phone System Upgrade:

Ms. Mary Rideout compared financial and system functions of purchasing a Shoretel phone system versus leasing a phone system through Frontier (Mitel). Shoretel is the system installed this year by the county, and Social Services would be added to their system. The County's phone system would be less expensive in a five year period and provide communication efficiencies with other county departments. Due to the high level of confidentiality the department must maintain there will be a firewall between the county and Social Services to ensure no one but a Social Service Employee can access the agencies voicemail system. Motion made by Mr. Bob Metropulos, seconded by Mr. Alan VanRaalte to approve purchasing the Shoretel System, and paying for the system through the current 2014 budget.

6. Certified Social Worker Vacancy Review:

The position being requested is a Juvenile Delinquency Certified Social Worker. Motion made by Ms. Carol Pederson, seconded by Mr. Bob Metropulos to approve the filing the vacant Certified Social Worker position and any vacancy that may occur in the department by filling this position within. Motion carried unanimously.

7. Committee Orientation Packet Draft:

Ms. Mary Rideout provided the committee with a draft format of what would be given to new Social Service Committee members. The packet would include a listing of meeting dates for the year, how expenses can be submitted, an organizational chart of agency positions, Director contact information, Department Mission Statement, vision elements (goals), State Statutes on the organization of the agency, Role of the Director, County Code on Social Services, Wisconsin Open Meeting Laws, agency confidentiality policy, overview of the agency, and a list of common Acronyms used by Social Services. Ms. Mary Rideout will also be including how Committee members should handle being approached by the public about issues pertaining to the agency. The Committee felt this was beneficial information for new members to have.

8. 2014 Financial/Statistical/Flex Time Report:

The committee reviewed the Financial/Statistical/Flex Time Reports. It is projected that the agency will have a return of approximately \$500,000 for the year. Motion made by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the 2014 Financial/Statistical/Flex Time reports as presented. Motion carried unanimously.

11. Audit of Payments/Line Item Transfers:

The bills and Line Item Transfers were reviewed by the committee. Motion made by Mr. Alan VanRaalte, seconded by Mr. Bob Metropulos, to approve the bills and Line Item Transfers as presented. Motion carried unanimously.

12. Agency Items for the October 28, 2014 meeting:

Update on phone system and update on vacancies.

13. Adjourn:

There being no further business to be brought before the Committee, it was moved by Mr. Bob Metropulos, seconded by Mr. Alan VanRaalte, to adjourn the meeting at 9:47 a.m. The next meeting of the Social Services Committee will be Tuesday, October 28, 2014 at 9:00 a.m. in the 1st Floor Conference Room. Motion carried unanimously.

Mr. Alan VanRaalte

Ms. Carol Pederson, Chairperson

Date: October 28, 2014